

1. Heads of Power

Local Government Regulation 2012 (Qld), sections 198 and 104
Crime and Corruption Act 2001 (Qld) – Fraud and corruption control

2. Intent

To provide clear guidelines for the appropriate use, management, and oversight of Council-issued credit and debit cards to prevent misuse or fraud.

3. Scope

This policy applies to all Council staff and elected officials issued with a Council credit or debit card.

4. Definitions

Credit/Debit Card: A payment card issued to an authorised employee for business-related expenditure.

Cardholder: An employee or Councillor authorised to use a Council-issued card.

5. Policy Statement

5.1. Cards shall only be issued following approval by the CEO and must be used strictly for authorised Council purposes.

Transaction limits will be set in accordance with the Financial Delegations Register.

5.2. All transactions must be supported by original tax invoices and reconciled within the prescribed timeframe.

5.3. Personal use of cards is strictly prohibited.

5.4. Misuse will result in disciplinary action, up to and including termination.

5.5. Cardholder responsibilities will be confirmed in a signed acknowledgment and agreement.

6. Associated Documents

- Procurement Policy
- Fraud and Corruption Prevention Policy
- Credit Card Procedure (to be developed)
- Financial Delegations Register

7. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

8. Policy Owner

Finance Manager.